



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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January 15, 1994

## Council Meeting Location Announced for Spring 1994

The spring 1994 meeting of the Depository Library Council to the Public Printer will convene in Arlington, Virginia from Monday, April 25 through Wednesday noon, April 27. The location of the meeting will be at the Westpark Hotel in Arlington. The hotel address is:

1900 North Fort Myer Drive  
Arlington, VA 22209

A block of rooms has been retained for the annual Federal Depository Conference, the Regional Depository Meeting and the Depository Library Council meeting. Special room rates are \$82 per room, per night, guaranteed through April 1, 1994. Reservations must be made by calling (703) 527-4814 or (1-800) 368-3408 or by fax at (703) 522-8864. Please specify the Depository Library Council when you contact the hotel. If you are attending the Conference and Regional meeting and staying over at the Westpark for the Council meeting, please extend your reservations through the 27th of April.

### REGISTRATION FORM

### SPRING 1994 COUNCIL MEETING

- ☐ Yes, I plan to attend the Spring 1994 meeting of the Depository Library Council in Arlington, VA.

FAX to (202) 512-1432 or mail to:

Mr. William Thompson  
Library Programs Service (SL)  
U.S. Government Printing Office  
Washington, DC 20401

Please type or print clearly:

Name

Institution

Library/Office

Address

Telephone (include area code)

City/State/Zip Code

## Return Defective Tiger CD to LPS for Replacement

*[The following announcement was sent to all depositories in shipment boxes on January 7, 1994.]*

The Census Bureau has informed LPS of a manufacturing defect on the following CD:

Title: Tiger/Line 1992, the Coast-to-Coast Digital Map Data Base, California  
(1) Alameda-Mono, October 1993 (CD-ROM)  
CD92-TGR-10  
Item: 0154-E  
SuDocs: C 3.279:C 12/992/CD/NO.1  
Shipping list: 93-0036-E (dated 11-29-93)

Libraries selecting this item are requested to return this title to LPS immediately. The defective discs contain licensed software that the depository libraries are not to install. The disc will be re-manufactured by the contractor, but *only after all defective discs are returned.*

Please return this disc as soon as possible to:

Tiger Defective Disc, Attn: Wm. Teele  
Depository Receiving Section  
Jackson Alley, Rm. A-150  
U.S. Government Printing Office  
Washington, DC 20401



## New Shipping List Numbering Instituted in 1994

New numbering sequences begin in 1994 for shipping lists in paper, microfiche, and electronic formats. An additional sequence is inaugurated for separate paper shipments.

Shipping list numbers for paper (P), microfiche (M), and electronic (E) formats begin with 2 digits indicating the year, followed by a dash and 4 digits making up the sequential number, followed by a dash and a letter indicating the format, as follows:

94-0001-P	94-0001-M	94-0001-E
94-0002-P, etc.	94-0002-M, etc.	94-0002-E, etc.

For separate paper shipments, the sequential number will begin with the number 9:

94-9001-P  
94-9002-P, etc.



## Some FBIS Daily Reports Not Distributed

Eight Foreign Broadcast Information Service (FBIS) Daily Reports are missing from the Depository Library Program. The Central Intelligence Agency did provide the silver reproducible microfiche for these issues to the Library Programs Service (LPS), which forwarded them to the contractor to reproduce. The contractor, however, discovered the microfiche were unreadable and returned them to LPS, but failed to delete the listing for these issues from the microfiche shipping lists. Because the Central Intelligence Agency films each publication from a paper copy which is then discarded, it is unable to supply LPS with replacement microfiche.

The affected issues are listed below:

Shipping List #	SL Date	Title	Item	Class
93-0975-M	8/6/93	Unclassified Sub-Saharan Africa	0856-B-06	PREX 7.10:FBIS-AFR-93-071
93-0976-M	8/9/93	China	0856-B-07	PREX 7.10:FBIS-CHI-93-071
93-0977-M	8/9/93	East Asia	0856-B-03	PREX 7.10:FBIS-EAS-93-071
93-0979-M	8/9/93	Latin America	0856-B-05	PREX 7.10:FBIS-LAT-93-071
93-0980-M	8/9/93	Near East & South Asia	0856-B-06	PREX 7.10:FBIS-NES-93-071
93-0981-M	8/10/93	Central Eurasia	0856-B-08	PREX 7.10:FBIS-SOV-93-071
93-0981-M	8/10/93	Central Eurasia	0856-B-08	PREX 7.10:FBIS-SOV-93-098
93-0983-M	8/10/93	West Europe	0856-B-10	PREX 7.10:FBIS-WEU-93-071



## LandView™ Software Fixes Available

*[The following notice was sent to Administrative Notes by Bureau of the Census, Data User Services Division.]*

Several corrections have been made to the LandView mapping software that accompanies the TIGER/Line '92 files on compact disc.

Corrected versions of the affected files are available for downloading on the Census-BEA Electronic Forum (301-763-7554).

At the top level menu, select CD Software. The names of the files to download are: **LVFIXES.EXE** (a self unarchiving file containing the program files) and **LVFIXES.TXT**, a description of the files and the problems they correct.

Copy the program files to the drive and directory on your hard disk where LandView is installed.

For further information, call Larry Carbaugh or David Shaw at 301-763-1384.



## Revised Instructions on Obtaining Keating's Article On CD-ROM Workshops

To obtain Kathleen Keating's article "Developing a Government Information CD-ROM Workshop" mentioned in Administrative Notes, v. 14, #25 (12/15/93), use the following revised directions:

To FTP the article:

Login name is: anonymous  
Password is: guest  
Directory is: lib-research

To obtain via e-mail:

Send an e-mail message to: [listserv@kentvm.kent.edu](mailto:listserv@kentvm.kent.edu)  
No subject  
Message is "GET LIBRE3n6 Keating"





## **Fugitive Bureau of Mines Open File Reports to be Distributed**

At the Depository Library Council's fall 1993 meeting in Chicago, LPS announced that it is working with the U.S. Bureau of Mines Library to acquire "fugitive" Bureau of Mines Open-File Reports (I 28.155:, item 0637-A-01) and distribute them to depository libraries in microfiche. This effort will include approximately 230 titles published between 1990 and the end of 1993 that had not previously been included in the Depository Library Program.

The U.S. Bureau of Mines has stopped formal, widespread distribution of Open-File Reports, which it does not consider official Bureau publications. The Bureau will now issue some of these reports in other series, such as Report of Investigations (I 28.23:, item 0637-A) and Information Circulars (I 28.27:, item 0637-A).

The Bureau will make Open File Reports available through its libraries and will publish an annual list of these reports. For more information, contact Susan Whitmore, U.S. Bureau of Mines Librarian, at (202) 501-9756.



## **Subscriptions Catalog Publication Schedule Revised**

The U.S. Government Subscriptions catalog is a quarterly publication which lists all subscriptions offered for sale by the Superintendent of Documents. Each issue of the catalog is identified with one of the four seasons of the year. Over the course of many years, the delivery date of the Subscriptions catalog has been pushed back again and again. The catalog now reaches its intended audience towards the end of each season, rather than at the beginning. This has led to some confusion over prices and availability of publications. For instance, "Summer prices" for subscriptions in the catalog are in effect until the November release of the Fall issue.

GPO will correct this problem in 1994 by revising the catalog's publication schedule. A combined Winter/Spring issue will be published in late February. This adjustment will allow GPO to publish the Summer issue of the catalog prior to May 1, the Fall issue prior to September 1, and the Winter 1995 issue prior to December 1. Shorter production times will ensure that publication prices listed in the catalog are as current as possible.

Should you have any questions or suggestions concerning the U.S. Government Subscriptions catalog, please contact:

Joseph C. McClane  
Chief, Bibliographic Systems  
U.S. Government Printing Office  
Sales Management Division (SSMB)  
Washington, DC 20402



## **Subject Bibliographies to Have New Look in '94**

A year ago, GPO's Sales Management Division undertook a comprehensive review of all the Subject Bibliographies to improve access to GPO sales publication information. As a result of this review, more than one hundred enhancements have been made to the 1994 Subject Bibliographies. These enhancements include new production techniques, clearer graphics and layout, improved subject groupings of like publications, and a more comprehensive index.

Customer demand for Subject Bibliographies was analyzed as part of this review and revised subject headings were based on the results. Archaic terminology was replaced with contemporary usage. In some cases, a number of smaller Subject Bibliographies were combined under a broader subject heading. New Subject Bibliographies were created for topics of current interest, including: AIDS, Health Care, and the Pacific Rim. Once the 1994 Subject Bibliographies have been produced, they will be available on the Federal Bulletin Board.

Beginning this month, the Subject Bibliographies will have a new look. All entries will list the title, format, stock number and price in the first line of text. The format of each entry is now standardized (see sample on next page).

A greatly expanded 1994 index will be issued this month. Due to the number of title changes from 1993 to 1994, libraries will want to retain a copy of the 1993 Subject Bibliography Index until all of the 1994 Subject Bibliographies have been disseminated later this year.

If you have any questions concerning Subject Bibliographies or suggestions for improving them, please contact:

Joseph C. McClane  
Chief, Bibliographic Systems  
U.S. Government Printing Office  
Sales Management Division (SSMB)  
Washington, DC 20402



## CONSERVATION

U.S. Government Publications about...

Subject Bibliography (SB) 238

December 28, 1993

Publications for sale from the U.S. Government Printing Office

	Stock Number	Price*
Classification of Wetlands and Deepwater Habitats of the United States BOOK. 1979. This classification is intended to describe ecological taxa, arrange them in a system useful to resource managers, furnish units for mapping, and provide uniformity of concepts and terms. 137 p.; ill. 1992 repr.	024-010-00665-0	7.50
Conservation Plants for the Northeast BOOK. 1991. Briefs users on conservation plants that are suited to the different site conditions located throughout the Northeast. 47 p.; ill. revised ed. A 1.68:1154/991	001-000-03605-0	5.50
Conserve O Gram SUBSCRIPTION. LIST ID COG. Subscription service consists of a basic manual, containing approximately 51 leaflets, and future semiannual supplements, issued for an indeterminate period. In looseleaf form, punched for 3-ring binder. Subscription price: Domestic - \$56.00; Foreign - \$70.00. File Code 1X.	924-004-00000-2	
Invite Birds to Your Home, Conservation Plantings for the ... Describes plants and conservation methods to use as a natural way to invite birds to your home and grounds. Includes black and white and color photographs, maps, graphs, and drawings.		
Northwest BOOK. 1975. Useful for Washington and Oregon and in California north of San Francisco. 19 p.; ill. 1990-repr. A 1.68:1094	001-000-03307-7	1.50

NOTICE Prices shown were in effect on the above date. Government documents' prices are subject to change without prior notice. Therefore, prices in effect when your order is filled may differ from prices on this list. Since it is not feasible to change prices shown in Government documents in print, the price printed in a document may differ from the price in effect when your order is processed.



## **Summary, Fall Meeting Depository Library Council**

**November 1-3, 1993**

The Fall 1993 Depository Library Council (DLC) meeting was held November 1-3, 1993 in the Regency Room of the Allerton Hotel, Chicago, IL. Council members in attendance: Beth Duston, Chair; Jack Sulzer, Chair-Elect; Kay Schlueter, Secretary; Judith Rowe; Cynthia Etkin; Linda Kennedy; Wilda Marston; Daniel O'Mahony; Bobby Wynn; Carol Gordon (attended Monday and Tuesday); Miriam Drake (attended Monday).

The meeting agenda was structured to allow time for GPO updates, Council discussions, and observer comments. Topics ranged from operational issues to long term planning and restructuring alternatives.

### **Opening Remarks**

Beth Duston, Council Chair, began the meeting with brief remarks that set the stage for the discussion by describing the current atmosphere of change that surrounds the depository program. The external forces recommending change in the way Federal information will be distributed ensure the system will not continue as usual. In this changing environment, it is important to provide our input to the process and it is imperative that we emphasize the value of the Federal depository program - the equitable, free dissemination of government information for use by all citizens. Diminishing resources in the Depository Library Program demand changes in the program and procedures as we have known them. If the program is to succeed, librarians must know the value of information service to their community, know how to convey that value to decision-makers and understand the techniques for enhancing the value of information to users. They must decide upon the right mix of products and services and deal successfully with the information technological explosion. The only constant in this changing world is the user and his and her need for information and our responsibility to provide the best answer to any question in any format in any media.

Michael DiMario, Acting Public Printer, agreed with Beth regarding the changing environment. He thinks depository libraries are fairly safe in the process although the amount of funding is definitely shrinking.

Each of the current initiatives has some provision for the continuation of the depository program. The real question is to what degree the program will survive and where will the program survive - whether it will be in the Government Printing Office, per se, or whether it will be spread out between various agencies as in the National Performance Review recommendation, or whether it will be in a new agency that comes into being in the executive branch or elsewhere. The focus of the program in the government is primarily an internal



program - not on the depository program but on providing information services for the three branches of the government. With that internal focus and with the focus on saving money, everyone is looking towards technology as a way of saving the internal dollars. They're not considering the external distribution of the depository program. The main focus of the national debate concerns control and dissemination of the information. As the debates on information control and the information infrastructure continue, the role of government information in that debate will be relatively small. Mr. DiMario believes this debate will continue for quite a while.

## **GPO Update**

Following Mr. DiMario's comments, the GPO staff gave various presentations to update Council and the audience on various activities. Wayne Kelley, Superintendent of Documents, spoke first.

He stated that Library Programs Service staff is proud of the 150 year history of the Depository Library Program and that, during these uncertain times, they are keeping an eye on what they can do something about. They do care deeply about the Depository Library Program and hold certain values - that the American people have the right to the information produced by their government in the course of doing business and that the information has intrinsic value that can only be determined by users. The people in the Depository Library Program are doing their very best everyday to make this program better and better and they feel that's the contribution they can make.

Jay Young, Director of the Library Programs Service, also acknowledged the changing times and indicated two major roles for LPS during this period. The first is to continue to move forward with the systems and the operational projects in the works and to continue to develop new ideas and make improvements in the budget and make the strongest justification for funds. The second role is to listen and act on suggestions they hear, such as the demand for finer selection capabilities. A study team has been established to investigate a whole range of options related to the class/item scheme and the possibility of using the classification stem as a selection mechanism. In addition, a new analytical staff has been established to investigate and develop solutions to various issues and act as a rapid deployment team that will allow line managers to concentrate on operational roles. One member of this team, Mike Clark, will act as ombudsman for the depository library community.

The revised claims policy, announced in March 1993, has been modified in several ways to make it more responsive to depository library needs. The original claims core list has been expanded twice, most recently with the addition of congressional hearings and electronic products. The claims period has been extended from 60 to 90 days. With the claims backlog under control, regionals will again be able to claim every title.

They are continuing to review requests from depository libraries to reinstate titles back to paper. Each request is researched for printing, binding, and other cost implications. They would like Council's advice about the presence in the program of both print and electronic formats of the same data. Should they offer both formats in this transition period and then phase out the print version? (Examples: Monthly Energy Review, available in paper and

diskette; County Business Patterns, distributed in both paper and CD; census information, in which more comprehensive information is available on CD than in the hard copy)

The Defense Mapping Agency's Digital Chart of the World in CD-ROM will be surveyed shortly. The survey will be done via fax and regionals are also being asked to respond to the survey. This fax survey is the first full scale use of the new Teleform fax system. The Teleform software will use OCR recognition technology to decode the responses and add them to the system, eliminating the need to rekey responses.

The backlog of unprocessed mail has been dramatically reduced and numerous operational changes have been tried in an effort to eliminate the fiche backlog, with the major change in this area being the move to full service fiche contracts.

Gil Baldwin, Program Analyst, discussed four topics: the ACSIS system, the financial situation, the Congressional Serial Set, and the U.S. Geological Survey's digital orthophotoquads on CD-ROM. ACSIS (Acquisition, Classification, and Shipment Information System) has been in use for 13 months. In the first full year of using ACSIS to support daily operations, nearly 69,000 different publications were processed, representing about 38,000 new titles and 31,000 duplicate receipts processed. Since October 1992, every new publication coming into the program has been added into the system, and the database now contains over 500,000 publication records. Other ACSIS data sources are now being added such as files of shipment data from full service microfiche contractors. Old, failure-prone equipment has been replaced. Acquisitions and classification staff have been placed in the receiving area allowing for early intervention in the life cycle of a publication to identify shortages and other problems. ACSIS is being rolled out in three development phases. With phase one nearly completed, LPS staff will review existing requirements that Documents staff developed in 1989 to make sure Phase 2 and 3 requirements still accurately reflect what is needed in the system.

Although the final accounting for Fiscal Year 1993 expenses will not be available for a least another year, it appears the program remains within the available budget based on the information available to date. There are two basic factors that allowed the program to remain within budget: a government-wide slowdown reduced the number of titles coming into the program and LPS implemented a whole range of cost-saving measures (about \$1.2 million dollars). This may not be the case in fiscal year 1994. GPO requested \$33.7 million but received just over \$29 million. That's the same funding level received in FY 93 and there will be additional demands on these dollars, including ACSIS software development costs and GPO Access expenses.

These pressures call attention to the necessity to face and make choices in the program. Two prime examples of these choices are the bound U.S. Congressional Serial Set and the Geological Survey's maps on CD-ROM. Council is on record as affirming the value of the bound Serial Set and making the set available to all depositories who wish to select it. Currently binding operations are underway for 102nd Congress, 1st Session. These volumes will be distributed to all the libraries who have previously selected the Serial Set. Current House and Senate reports and documents are being printed in sufficient quantities to support binding future serial sets. However, the bound Serial Set continues to be the single most expensive product in the depository program. Printing and binding the Serial Set for just



over 400 libraries consumes nearly 12% of the funds available for all depository materials. Council's advice is requested on practical and cost-saving alternatives to producing this title.

The U.S. Geological Survey will be publishing an extensive number of digital orthophotoquad (DOQs) maps on CD-ROM. Based on counties of the United States, the complete set is estimated to total over 3,500 CDs. The DOQs contain digital images of aerial photos that have been corrected to produce spatially accurate images represented in their true geographic positions. By manipulation via any Geographic Information System (GIS) which accepts raster images, users can overlay and manipulate other layers of data on the DOQ's foundation. Using the DOQs will require, at a minimum, a 386 PC, 640K RAM, 50MB hard drive space per reconstituted DOQ and a single CD-ROM drive. This PC must be operating under MS-DOS 5.0 or better with a device driver for CD-ROMs installed and MS-DOS CD-ROM Extensions. Use of Microsoft Windows with a mouse is optional but is recommended. The DOQs will be distributed with plain vanilla public domain software which provides only basic retrieval functions. To fully utilize the DOQs, a library must have GIS software and to print or even view the images requires a plotter and GIS software. USGS and LPS want to make these available to depositories. However, allowing unrestricted selection of these materials could prove prohibitively expensive (over \$4.2 million within the project's lifecycle) and could bankrupt the program. LPS is considering limiting the selected depositories to only those DOQs for their state while allowing the regionals to select from the full range of CDs. Informal feedback suggests that there are several regionals that would welcome the option of receiving less than the full set. This compromise approach seeks to balance the mandate to make information available with the responsibility to manage the program within the bounds of the appropriation. Council's advice is requested on the issue of extending selectivity to regional depositories.

Thomas (Tad) Downing, Chief of the Cataloging Branch, gave an update on Cataloging Branch activities and discussed potential initiatives which might affect cataloging policies. GPO catalogers established an all time record high for the production of Monthly Catalog records of 36,737 records. The increase of nearly 5,000 records over the previous year and a decrease of approximately 3,000 receipts over the preceding year has combined to help reduce the cataloging backlog to approximately 15,000 titles. They have had problems with a commercial cataloger under contract and approximately 2,000 of these titles are associated with materials that were sent to this contractor that need revision. Substantial revisions will be made in the terms of the cataloging contract and they hope to bid a new contract within two months.

Despite the increase in production, the decrease in receipts and the use of a commercial cataloger, there is a need to look at some type of cataloging initiatives. The first change in cataloging procedure is a proposal to use the existing OCLC record for a title in paper to reflect when appropriate the same title in microfiche. These records would contain a note stating that the title had been distributed in microfiche and would give the item number and a shipping list number.



The second and potentially more useful initiative deals with the cataloging of science/technical publications. Approximately 50% of every cataloging hour is spent by the cataloger looking at data sheets for those materials and converting the non-standard subject headings on those to LC subject headings for use in the cataloging record. There is a proposal to make use of the non-standard subject headings taken from the data sheets that are taken from standard thesauri and use them in the cataloging record instead of converting them to LC headings. A third initiative is to look at cooperative cataloging initiatives with the national libraries to determine if overlap exists in the processing of Federal publications. The Cataloging Branch is currently working on a questionnaire that would be used to survey the national libraries on their practices. The final initiative relates to the selection of publications by SuDocs class numbers in preference to the item numbers. At the present time, they are trying to determine the feasibility of this type of arrangement.

Mike Clark, Program Analyst, discussed his role as ombudsman in policy decision making and operational issues. He is currently reviewing acquisitions policies and decisions with the objective of providing professional library guidance to the acquisitions staff and to ensuring the consistent application of guidelines to the acquisitions process. He noted that LPS is becoming more assertive in its communication with government agencies and reviewing and contacting agencies on a regular basis in an attempt to head off fugitive publications or capture them much more quickly in desirable formats. This process involves personal contact and education of agency personnel. While fugitive publications will always be a problem for GPO, they feel they can be more aggressive and give a more concerted effort that should result in fewer publications falling through the cracks. As announced in May 1993, LPS has discontinued distribution of most separates, reprints and preprints. A letter has gone out to agencies inquiring about the nature of their newsletters to determine whether these fall within the parameters of section 1902 of Title 44. Once those responses are received, decisions will be made on distribution of newsletters.

Carl Redd, Chief of the Depository Distribution Division, presented activities and changes in his division. In FY 93, the Depository Distribution Division distributed over 22 and one-half million documents with 54,000 distinct titles, shipping over 600,000 boxes of materials to libraries. The Library Programs Service eliminated the backlog of paper claims and the process of paper claims has been current ever since. He expects the microfiche claims backlog to be eliminated by the beginning of next year. LPS began using Roadway Packing System and the United Parcel Service along with the U.S. Postal Service for pick up and delivery. Increased competition for LPS business by the two private services led to very favorable rates from both commercial shippers resulting in an estimated savings of over \$129,000 in FY 93. Enhancements to the Lighted Bin System have allowed for increased efficiency and better verification that the system is operating properly.

Sheila McGarr, Chief of Depository Services Staff, gave an update on the inspection process, designation of depository libraries, the biennial survey, and continuing education programs. During FY 93, four libraries were designated depositories with ten relinquishing status. There are currently 1397 depository libraries. Responses from the biennial survey are currently being processed. The third annual Federal Depository Conference will be held in Washington on April 20-22, 1994. The Depository Library Council Meeting will be April 25-27, 1994. The Interagency Depository Seminar will be scheduled May 18-25, 1994. All these meetings will be held in Washington, D.C.

Administrative Notes will be split into two parts beginning January 1994. The new portion will be entitled, Administrative Notes Technical Supplement. The Federal Depository Library Manual is in the final verification stages and it should be distributed in December.

GPO would like the Council to address the question of distribution of materials to states without a regional within its borders as it relates to "regional only" distribution of materials. Is it desirable to have a copy of these publications in every state? Should they have other regional responsibilities or should we encourage shared regionals in these areas?

Judy Russell, Director of the Office of Electronic Information Dissemination Services, discussed implementation of the GPO Access Bill. She emphasized that the Initial Implementation Plan is a living document and that details may change as additional information becomes available. There will be a demonstration on Tuesday evening of some of the preliminary methodologies that will be used for distribution of the Congressional Record and Federal Register. Implementation will be in two phases. At the last Council meeting, there was a demonstration of a prototype of the on-line Congressional Record based on procured software and the use of SGML tagging in the data. The conversion over to production of the Record and Register as electronic products using SGML codes will be a long term development with a current estimated implementation date of January 1995. This phase two is the ultimate goal. In the interim, there will be a phase one and that's what will be demonstrated tomorrow night. That should take place early next year and would include distribution to a WAIS server over the Internet and also distribution of Acrobat PBF portable document format files.

GPO is working on the locator component of the system. The design that has been proposed is one that permits and encourages agencies to make data about their own information available locally. Therefore, it would be a distributed system under the control of the participating agencies. The prototype locator is really a group of model locators and should be fully operational by June but the first phases should be up by December or January. The initial data is going to be the Library of Congress Bill Digest System. The public and depository libraries will connect with the GPO Access system in two ways - Internet or telephone dial-up. Through those mechanisms, users will get onto the internal GPO network that will provide Internet access to the bulletin board, to the locator service and to the Access system itself and to the storage devices associated with it. The Internet connection for the bulletin board should be operational in November. There will be a six month test of depository access to the bulletin board for full access to all aspects of the bulletin board for unlimited free use. If sufficient revenue is not generated and a balance maintained between depositories and fee-based access, then adjustments may occur. New features on the Bulletin Board will include better menuing and the capability for electronic ordering via a deposit account or a credit card.

Ms. Russell also announced that Reference Technology software which is used on a number of current CDs will start imposing LAN fees. This will affect discs such as the Federal Acquisitions Regulations and OSHA. She also discussed the disclaimer on the HCFA CD stating that the paper version is the official version. This is a standard disclaimer and should not cause a lack of confidence in the CD product. HCFA is using the product internally and is in fact working on a study to see if they may eliminate paper distribution.



## **Council Business Meeting**

The Proposed Charter for the Depository Library Council was adopted officially by the Council.

Jack Sulzer was elected Assistant Chair/Chair-Elect.

Council decided to wait until the end of the Council meeting to consider whether the operations and communications committees were still needed in light of the changes in the Council meeting procedures and format and to make committee assignments if they were continued at that time.

Council also formally received the Responses to the Council Recommendations from the Spring Depository Meeting.

## **Restructuring the Depository Library Program**

Susan Tulis presented the results of a survey done by a joint Council/GODORT committee to see whether the concepts of basic service libraries and shared regional or regional consortiums had any backing within the depository community. There were approximately 800 responses out of 1400 libraries (a 57% return rate) although the tabulations were done with 756 responses. 429 said they would be willing to give up the ability to select distinct item numbers by receiving some sort of core collection in exchange for a reduction in some of the administrative responsibilities currently imposed on selectives. Question number two asked if the library would be willing to enter into a shared regional agreement within a state or in a multistate arrangement. 161 libraries said they would be willing to share with other libraries within their regional boundary which for most is within a state and 143 were willing to form a regional consortium. The last question asked how many of the current regional libraries were willing to continue serving as regional libraries. Out of 34 responses, 30 indicated yes, and the other four said possibly.

There were several recurring patterns in the comments received on the survey. A number of respondents indicated the core collection would have to be very extensive to meet the diversity of needs and should not be limited to paper and fiche. Many libraries were interested in switching to being a basic service library as long as they could keep the material they already owned. And the last comment was that they really felt that GPO needed to improve item selection so that selection could be specific if they were going to be limited to such a small number of items. Some comments on the shared regionals question were concerns that this would create more confusion and decrease access because it would be difficult to know which library had which portion of the 100% collection. Another comment stated the need for more than just a split of a 100% collection. In a shared situation, each library would need to duplicate some of the key materials.



Jack Sulzer presented results from a survey that Council conducted to solicit comments on some of the ideas described in the report, "Alternatives for Restructuring the Depository Library Program -- a report to the Superintendent of Documents and the Public Printer from the Depository Library Council." Response was very low (78 libraries or 5% of depositories) and therefore the survey returns are not statistically valid. But, these comments do mirror some of the comments from the weekend conference discussion groups and therefore, responses may still be a good reflection of some of the gut feelings of the community.

Librarians were presented a number of scenarios for restructuring the Depository Library Program and were asked for an indication of which scenario they would support. The multiple service level concept was supported by 87% (68 libraries). The direct support model or voucher model had 34 respondents agreeing with the concept and 32 not in favor of the concept. However the comments reveal that the people who said no were much more adamant in their stance than the people who supported this concept. A little less than 68% support the creation of a national collection of last resort and 60% support a creation of a network of super regionals. On the creation of a system of electronic depository libraries having Federal electronic distribution sites, about 66% supported this idea with support coming mainly from the smaller libraries.

A majority of libraries (68%) supported requiring libraries to meet minimum technical guidelines. The creation of a system of subject-based regionals was supported by 51%. A majority of 68% supported restructuring the depository program to recognize a new role for depositories when electronic government information comes through the network. A larger majority (78%) were in favor of renaming the program.

The last question asked, and probably the most important to the discussion, regarded downsizing the program. A large majority (87%) were interested in downsizing by reducing the material selected by each library. The option to downsize by eliminating selective housing agreements was divided - 37 libraries supported this idea and 28 said no. To downsize by reducing the number of depository libraries received support from 62%. The final option was to downsize by developing high quality electronic information systems that could adequately meet the need for certain information products and 83% said yes.

Carol Gordon presented background information on the Conference on the Future of Government Information and described what had taken place at the Conference. To get a broader representation of community thought on some of the restructuring topics, all members of the depository community were invited to participate in the Chicago Conference to study and discuss some of these ideas and concerns. The work groups were charged with the following goals: to articulate how they as documents librarians would like to see the dissemination of Federal government information in the future, assuming that those changes would not be made overnight; to articulate in writing strategies for the immediate reform of the program laying a foundation for the future. Given the increasing diversity and the number and types of suppliers of government information to develop in writing strategies to increase the role of depository libraries in the process; to develop an action agenda for presenting this information to decision makers and power brokers who will be affecting change in the dissemination of Federal government information.

This conference could not have been called at a more appropriate time. With a pending legislative initiative developing at the same time, the group pounded out a 24-page working draft and two-page executive summary that represents a framework from which to build and which all participants can endorse in spirit.

## Observers' Forum

Highlights of observers' comments included:

- The Depository Library Program is a broad entitlement program and we should inform the public as to what that might be losing; also important to let agencies know they might be losing their dissemination outlets
- Many librarians find LC subject headings inadequate for specialized materials, they would welcome the use of thesauri headings
- Request that GPO consult with various ALA cataloging groups and others regarding potential cataloging changes; to encourage this consultation, request that a member of GPO staff attend the ALA mid-winter meeting
- This is the time we need to look at restructuring; what we want to accomplish is to have every citizen have direct access to everything; maybe there are some things for which that doesn't mean that each of us in a regional has to own it and have it sitting in our library
- Need to have contractual agreements in a shared regional situation so that all materials would be taken somewhere - not just the most desirable items
- Some libraries need a national focus for their collection; limiting selectives to DOQs from one state would be a hardship for these libraries
- We have a lot of people who use electronic products and find them very suited to specific, specialized needs, but for a lot of general reference work, they're not at this time very adaptable; therefore, I would hate to see the program abandon dual formats until there is more confidence in the electronic products
- Two or three years ago, GODORT did a white paper on the initial titles that were best suited for the various media by criteria. Maybe Council and GPO should refer back to that document for some guidance.
- Idea in the northwest region is to have regionals share undesirable materials
- The shared regional is the way to cut the costs and allow regionals more flexibility
- The problem in trying to make cuts is that for every single suggestion that was made last November, there was some library that said we can't cut there because that affects me



- Many librarians agree with shared regional concept but they have parent institutions undergoing terrible financial problems
- We need more selectivity in the item numbers system
- If we are going to relieve regionals of this burden, all libraries in the program have got to share the responsibility; suggest an annual renewal contract that says if you want to be a depository library then you have these responsibilities
- We need to communicate better with agencies; GODORT has established an agency liaison program but it would be nice to have an official Council relationship

Concerns about legislation included:

- We would see a rise in fugitive documents and don't see where the savings would be
- Would dismantle the mechanism that insures that government publications get to the public
- No affirmation that there will be a dissemination program

Serial Set comments included:

- My library was prepared to do binding ourselves if we were sure we were receiving all documents and reports and if we could be supplied with a standard table of contents
- We must worry about archiving; I tried to use a microfiche copy and it was totally unreadable; if the Serial Set is shared around the state, it is important that we can get it on a timely basis - permanence, legibility, and accessibility are the important concepts
- Could preprints be delivered electronically and a bound paper copy produced?
- when we look at weeding things out of the program, can't we look at things that are less essential?



**Tuesday, November 2, 1993**

Beth Duston thanked Connie Fleischer of the University of Chicago Law Library and Pegeen Bassett of Northwestern University Law Library for arranging the reception at Northwestern University Law Library on Monday evening. The reception was generously sponsored by a group of over 20 institutions, library groups, and individual librarians from Chicago and the surrounding areas. These include: Northwestern University Law School, Bradley University, Chicago Kent Law School, DePaul University College of Law, John Marshall Law School, Loyola University-Cudahy Memorial Library, Northwestern University, University of Chicago, University of Chicago Law School, University of Notre Dame Law School, Valparaiso University School of Law, ALA-GODORT, Chicago Association of Law Libraries, Illinois-GODORT, INDIGO (Indiana Documents Librarians). Individuals from the following schools also contributed: Loyola University School of Law, Blackburn College-Carlinville, IL, Governors State University, Black Hawk College, Moline, IL, Western Illinois University, Lake Forest College, Northern Illinois University, and Northeastern Illinois University.

Council formally accepted the report, "Alternatives for Restructuring the Depository Library Program: a Report to the Superintendent of Documents and the Public Printer from the Depository Library Council", September 1993.

## **Regional Issues**

As a group, Council agrees that the current regional structure needs to be revised. Resource sharing is important to the restructuring concept. Ownership of the information is not as important as access to the information and cost savings to the depository program and the depository libraries. Most groups have talked about library cooperative and consortia developing in geographic regions more or less based on economic, industrial or social similarities rather than political or state boundaries. There is a strong feeling that the initiative for the various arrangements come from the libraries themselves and that the concept of the state plan be revisited as a model for regional plans. Each region should be encouraged to design a system based on their own regional makeup and therefore, the regions might develop in different ways. It was suggested that we encourage regional libraries to lead an effort to discuss organization in their areas and respond to Council at the Spring meeting. Points for these state/regional groups to consider might include:

- How well electronically networked a given area is
- Need to look at geography as well as population in determining cooperating region
- How will subject specialties fit into the region - will there be resource libraries specializing in law, medical, cartographic materials
- Who will be the lead libraries in the region
- How will we ensure that all libraries are placed within some regional grouping

- How will items be archived
- Will there be formal or informal agreements; an annual contract concept might be used to remind libraries of their responsibilities
- How will the new system improve access and address the specific needs of the users in that particular region
- Interlibrary loan is normally limited to a library's primary clientele, how will the region incorporate interlibrary loan for all citizens

With resource sharing, there will be new expenses connected with document delivery such as fiche duplicators, fax machines, and increased printing costs. The transmission of electronic information might be fairly inexpensive but the expense will be getting it out to folks at the end in a usable format.

Another expense for document delivery will be providing electronic centers where enough personal computers are available to allow for reading text on-line and downloading. Many libraries are also putting up networks of CD-ROMs. Many libraries have funded these equipment purchases with grants. Council discussed ways to spread information about grants and ways to share grant expertise. It was suggested that some sort of mentoring program be developed for the grant process. At a minimum we should encourage librarians to include in their presentations about "how we do it good at our library" information on how they financed the new program.

The concept of selectivity for regionals is a major issue in the restructuring discussion. It probably is time for regionals to take the responsibility for deciding which formats they want to choose. In the past regionals have provided access in all available formats. We should change to an emphasis on providing access to the intellectual content of the material within a region.

GPO staff reiterated that the problem they are struggling with is not so much whether a regional be able to select but that there may not be the money to continue to give full sets of everything to all regionals - an example being the orthophotoquads. In this situation, what is a selection mechanism that can be agreed upon by the majority? Title 44 states that regionals will get all publications but there is another section allowing the Public Printer with the approval of the Joint Committee on Printing as provided by section 103 of this title to use any measures he considers necessary for the economical and tactical implementation of this chapter.

### **Cost of Publications**

Eighty percent of the money for depository materials goes to twenty percent of the materials. So essentially, when we are looking at cost savings, we have to look at what that twenty percent is. In the GPO survey done last fall, many regionals chose to keep paper rather than go to fiche, and paper is more expensive. It was still estimated that even with these changes to one format or the other, the program would see a savings of \$50,000-\$60,000.



Now we are talking largely about choices between paper and fiche, but increasingly we will be talking about choices between paper and electronic products or products that are available in all three formats. There's the question of choice on part of the libraries and there's also the question of whether the multiple formats should be produced. At the current time, the only significant amount of money to be saved would be through eliminating paper formats. As a benchmark, the average fiche is 30 cents per copy, the average paper document is \$1.10, and the average CD is \$2.35. The CD average does not take into consideration any software licensing fee and that can be an enormous swing factor.

There was a discussion during the last Council meeting about knowing how much each publication cost. Council members were curious about how this project was progressing.

Gil Baldwin said that GPO has a better handle at the gross program level. They can also go back and do research on a specific publication but that takes special research effort. There's no automatic way to get data. They are working towards providing firm estimates at the time of production. There are still several phases of development to go through and individual item costs are a long way down the pike because that information isn't even available from the other systems that feed into ACSIS yet. The DOTS system gives aggregate cost information on publications that are ridden for depository libraries but it gives it to GPO after the fact. At this time no system provides cost information at the time the acquisition decision is being made.

## **The Inspection Program and Continuing Education**

Council next addressed the inspection program and whether this process could be used to mentor people and serve a continuing education role.

GPO Staff believed it would be difficult under the current situation to take on more of this type of role. There are only three current inspectors and travel funds are very limited. They are required by law to do inspections and to ensure adequate procedures are in place for access, preservation, maintenance and custody of depository materials. The role as far as providing user support for software distributed by the depository program should be played by the agencies. GPO staff do not have the background to do training because they don't have the expertise and they do not have access in house to the CD-ROMs and other electronic products since their role is to distribute them to libraries. GPO staff believe they could do the coordination for agency demonstrations and training sessions. There have been very successful demonstrations at the interagency conferences.

Council members discussed models that GPO might look to for an enhanced effort in the continuing education role. While the Patent and Trademark Office deals with a much smaller number of libraries and they have a different funding source, their intern program is a very successful model since the education goes both ways. The intern serves as a liaison and instructor in the program and that person visits the libraries and learns from their experiences. Council sees the inspection program as the appropriate place to start a continuing education or mentoring initiative because that is the most direct line of contact between GPO staff and depository libraries other than at various conferences throughout the year. Since GPO cannot increase their current role due to staff and funding, Council needs



to encourage GPO to get more staff or funds and Council needs to assist in determining where opportunities might be for increased funding.

## **Communications with Agencies**

When Council put the topic of communication with agencies on the agenda, we were thinking about working with agencies to make rational decisions about choices of formats. Now that training has become an increasingly important issue, perhaps that should also become a part of the dialogue.

Judy Russell reminded Council that as the GPO Access System evolves, some of these roles will change because that will be GPO's own system. They are building into their plans for the Access system a recognition of some need for training and user support. Current requirements are calling for a CD-ROM or diskette-based tutorial that people can use locally for training. For many of the agency products, depository libraries are a secondary use and the agencies are focused on selection and software for their primary constituencies. There is a sensitivity to the need for software to be self-instructing when possible. One particular agency has paid GPO when developing the CD, to develop a tutorial on the CD. GPO will provide this service to other agencies if they will pay the production people to write the tutorial. GPO is encouraging agencies to do tutorials and documentation but they have no enforcement authority over agencies.

Council sees the Access System as an opportunity for better collaboration with agencies and librarians. Not only is this an opportunity to build resources together but to use the system as a pilot project to go out to an agency and offer to help them design a marketing, user-training strategy. The agencies should be reminded that they should not be producing products in a vacuum. Also, if there were more coordination and interaction with agencies in the development of products, we would know in advance what software was being used with a particular product. Coordination might encourage more agencies to use the same software products.

## **Multiple Formats and Move Toward Electronic Products**

Council was asked to specifically comment on whether GPO could phase out paper products as electronic products came available. Council members who were also depository librarians were in basic agreement that they would gladly pick an electronic format if they knew it would be useful. With limited information at the moment of selection, it is often difficult to make an informed decision. There are also hardware considerations. With many CD products out now, it is difficult for many libraries to get the necessary number of computers and CD-drives and sufficient memory to use the products effectively. Another problem that smaller libraries have is not having on staff the personnel necessary to help with installation of new products. When they must depend on personnel from other offices, they are often at the bottom of the priority list - a situation that means their patrons must wait for access to a particular product. As more products are put on the Internet, obtaining an Internet connection becomes a factor in the effective use of electronic formatted products.

While all these factors must be considered in planning for electronic products, we must start moving in this direction.

The move towards electronic products, particularly materials on the Internet, brings up the concept of the locator system. Judy Russell elaborated more on the locator component of the GPO access system in response to some questions from Council members. If an agency puts up information on Internet, GPO will be maintaining a sort of central registry where they can register this information with the GPO locator so there is at least one place to go to locate the information. This does not preclude the agency from registering it other places and they can provide access directly. The locator will also be a place where depositories can report information they find.

The type of information on the locator will vary from agency to agency. Some agencies will put in only very macro level information - an entry that describes materials in a very generic way. Other agencies, including GPO, want to get to the piece level. To the extent that agencies have decided to put data on the Internet, it may be referral data or may be the data itself. Either way the registry is a way to record this location information centrally. The locator will not be limited to what is on the Internet but will capitalize whenever possible on what is already in place and not be limited to what can be funded for inclusion on the Internet. Another of the requirements of the locator is that it be able to identify products that are selected by libraries (Ex: product x is available for purchase from the GPO Sales Program, it's available on the Internet and it's available at these specific libraries). This capability should spread reference and interlibrary loan questions to all depositories.

## Cataloging Issues

Tad Downing responded to various questions Council members had regarding cataloging initiatives. The cooperative cataloging questionnaire will go to the national libraries: the Library of Congress, the National Library of Medicine, and the National Agriculture Library. The libraries are being asked to comment on the 45 page questionnaire itself as to whether it will produce comments that will be useful. GPO is looking for any potential duplication of effort and trying to determine the national libraries' policies, priorities, backlogs, and timeliness in producing records. While the project may also include NTIS, there are no plans now to include depository libraries. While there are some depositories that could contribute to cataloging, GPO is concerned about placing too large a burden on depositories but it might be worth looking into adding depositories to the scope of the study.

Council also had a question regarding the shared paper-fiche record. Some members thought that practice was already in place. Mr. Downing responded that it had been a past practice. It is his understanding that this is a fairly minor proposal and that there was past concern due to the practice causing problems and additional costs for libraries when setting up profiles for selecting records.

Another software problem for libraries comes into play in the use of the technical subject headings as an alternative to LC headings. Due to the large potential for time and therefore cost savings, Council members encouraged this to be discussed with the larger cataloging and documents community.



## Bound Serial Sets

Council members discussed various ways to save costs in production of the current serial set and at the same time still have the information available in a permanent format. Ideas included:

- have GPO provide the index and insure that preprints can be bound
- instead of GPO binding the second copy they have for the serial set production, send it to libraries and let them bind the set: GPO could provide the indexing and table of contents
- don't send second copies out to libraries but have extra copies at GPO available for filling claims
- libraries could get one but not two paper products (select bound serial set and fiche as the preprint or select paper preprint and get bound fiche)
- put the publications on a CD-ROM product

The following comments came up during the Serial Set discussion from GPO and JCP staff:

Gil Baldwin - About \$350,000 is expended in printing the original copies that will later be bound for the Serial Set.

Judy Russell - The bills and reports are related to the production of the Congressional Record so once that comes on-line, the same system could be used to produce those documents. GPO did have a proposal to look at scanned images of the Serial Set on a CD but they have not actively pursued that as an interim product.

Gil Baldwin - Serial Set numbering is done by the Congressional Printing and Management Division at GPO. Since not everything is printed sequentially, straggler volumes cause delay. As soon as the numbering system is set, that information appears in Administrative Notes. For the most part, there is a two year lag time after the close of a session although they are doing it as quickly as they can.

Bernadine Hoduski - An advisory Serial Set committee was established in 1979 consisting of representatives from the Senate and House Libraries, the Library of Congress, and the National Archives who are our primary clients for the serial sets. The other copies are riders to the statutory copies. The committee has started looking at the Serial Set on CD-ROM but there is a problem in that not every item is digitized. The long term goal of the Serial Set Committee is to make it available in two formats: electronic and paper. They would welcome someone from Council serving on the Committee.



## **Selectivity via SuDoc Stem and other Selection Criteria**

Tad Downing stated that GPO is trying to conclude their analysis and prepare recommendations by the end of this year regarding selection by the SuDoc stem as opposed to the item number. An advisory committee of depository librarians has been formed to work on this project. They will be giving GPO their own recommendations. Committee members are Clare Beck, Jack McGeachy and Cynthia Bower. New selection procedures of this type would require system changes.

Linda Kennedy stated that Work Group 3 from the weekend conference had worked on the issue of greater selectivity. From their point of view, SuDoc selection would not be the only method for achieving better selection. They discussed adding geographic distribution and also breaking out the general publications category to a larger degree.

Several Council members expressed concern that it seemed as though they were being penalized in the inspection process for not selecting enough materials. This seemed contrary to other initiatives to save the program money. Sheila McGarr was able to clarify inspection procedures. She stated that GPO staff takes data submitted in the biennial survey and other selection information and they compile charts comparing the average item selection figures for particular types and sizes of libraries. During the inspection process, they check to see whether a library has a written collection development policy and whether they are participating in cooperative collection development with other libraries. Libraries are only marked down when they are well out of the profile and they don't meet a lot of other criteria such as selecting for their congressional district, work on cooperative collection development, etc. The numbers are not taken in a vacuum.

## **Communications with Agencies about Products**

Council members were interested in the concept raised on Monday by Bernadine Hoduski about forming a committee to talk with a particular agency in order to foster more communication and cooperation. Possible members might include someone from Council or the depository community, someone from an agency, someone from GPO, and a congressional staff member. It was suggested that an individual agency could be used as a pilot project to see how effective this initiative might be.

## **Legislative and Regulatory Issues**

Council believes we should impress upon the folks on the outside what the value and the positive aspects of the Depository Library Program are. As Council members we have a responsibility to reinforce that idea. Council concerns were:

- that the good aspects of the program get thrown out with the bad
- legislation is being proposed and passed too hastily to allow time to ensure that it saves money

- very negative legislation - it tears down without substituting any identifiable program.
- legislation is not a mandate to do anything as far as information dissemination is concerned
- how will operations, oversight, compliance and coordination functions for dissemination program be handled
- how does proposed system offer same economies of distribution as old system; fragmentation will lead to more fugitive documents
- if the goal is to save money, the reward to an agency will be in not providing the information because providing it in any format will mean an outlay of funds

## Council Committees

Historically, the Council Communications Committee was charged with examining ways to open communications between the depository community and GPO and the Council. Council members agreed the committee should include increasing communications with agencies as part of the charge. Specific suggestions include bringing agency representatives to Council meetings so that they know more about the Depository Library Program, working with the ALA GODORT agency liaison group, and setting up a pilot team of representatives from an agency, GPO, congressional staff, the depository community, and Council. The pilot team should address:

- (1) appropriate formats for agency products,
- (2) training in the use of agency products in terms of both software and the content of the materials, and
- (3) some involvement that would allow GPO to have some advance notice of products. The communications committee will consist of Dan O'Mahony, Carol Gordon, and Judith Rowe.

The Operations Committee was charged with working with the GODORT work group and others to determine the best way to set up a single access point that libraries could contact for assistance with operational issues affecting the Depository Library Program. Committee members will be Linda Kennedy, Cynthia Etkin, and Judith Rowe. Mike Clark will be the GPO liaison with this committee.

Council also agreed that it would be appropriate to invite non-council members to be on these committees in an ex-officio or liaison capacity.



## Observers Comments

Highlights of these comments included:

- I don't know of another country in the world that has a better system for disseminating government information to its citizens and I would be pleased to see the Council come up with a statement of affirmation for and appreciation of the program mentioning some of the things this program has done to help the American people in the last 150 years.
- Encourage Council to work with statement regarding free distribution for depositories with marginal cost distribution for all others
- GODORT only created an operations work group because Council was not dealing with these issues; will most likely disband since there is an Ombudsman in GPO now and Council is dealing with these issues.
- Flexibility of regionals should be a top priority
- Irony in the fact that some of the materials that are most needed or that more people know are the ones most likely to be on the chopping block
- Part of the problem is that the program is more successful than we think it is; there is authorizing legislation in place for an enormous program with a vision for the future but we need to secure the funding to make it live up to that legislation

Serial Set comments included:

- Maybe we could bind the serial set without the serial number since patrons don't ask for the information by this number
- Concerned about a CD-ROM product due to the preservation issues but if GPO goes forward with this product, hope it is digitized and not scanned
- Would be a hardship for this small library to bind Serial Set; Do not want two copies of materials
- Should keep some sort of Serial Set product for historical record but we need to separate that issue from how it is distributed - all libraries may not need it

## Tuesday Evening GPO Access Demonstration

Wayne Kelley, Superintendent of Documents, began the evening discussion with an introduction to the implementation process. GPO arranged this demonstration to allow depository librarians and others who are potential users to hear members of the implementation team offer their thoughts and demonstrations and to get user input. Under the act, GPO is required to get feedback from potential users, professionals, and vendors of information services. The key items they need are comments on the quality and the value of the service.

The GPO Access Bill required that GPO do three things: maintain an electronic directory of Federal electronic information (Locator); provide a system of on-line access to the Congressional Record, Federal Register and other appropriate publications; and operate an electronic storage facility of Federal electronic information.

Mr. Kelley emphasized that the initial implementation plan was just what it says - "what we are telling you is at this point, this is where we are and what we are going to do."

Implementation of GPO Access will be in two phases. The two prototypes for the first phase were demonstrated for the audience. The first, using Adobe Acrobat software for delivery by downloading, was demonstrated by Russell Duncan of the GPO Graphic Systems Development Division. The second prototype, delivery by a WAIS system over the Internet, was demonstrated by managers of HIS, House Information Services.

Submitted by Kay Schlueter  
Secretary, Depository Library Council



*[Recommendations from the fall 1993 Council meeting will appear in the February 15 issue of Administrative Notes.]*



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